



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
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"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-A5E-0303R
Alternative Merit Promotion

Position Title/Series/Grade:
Contract Specialist, GS-1102-13

Promotion Potential: GS-13

Employment Type: Full-time, Permanent

Grade and Salary Range:
GS-13: \$74,782.00 - \$97,213.00 Per Year

Location of Position:
Headquarters, Facilities Division, Facilities Contract
Branch, Beltsville, Maryland

Who Can Apply: Government-Wide, Nation-Wide
You **must** include a statement in your application that
you are a U.S. citizen to be considered for this position

Opening Date: September 6, 2005

Closing Date: October 11, 2005

For copies of vacancy announcements and/or application
materials, please call (301) 504-1482. For additional
information regarding employment opportunities, please
visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Catherine A. Beck, (301) 504-1366

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Catherine A. Beck
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104

Fax: (301) 504-1535

E-mail: scirecruit@ars.usda.gov

Applications must be post-marked, e-mailed or faxed by
the closing date of the announcement. Applications
received in Government envelopes will not be
considered.

Please take advantage of the Application Package
Checklist at the end of this announcement to ensure your
application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Important Notes:

The Announcement Was Revised To Change The Area Of Consideration.

Two Positions Will Be Filled From This Announcement.

Applications Must Be Postmarked By The Closing Date Of The Announcement.

Major Duties:

The incumbent serves as a Contracting Officer with delegated signatory authority for major, multi-million dollar architectural-engineering(A-E) construction, construction management, design/build, and environmental remediation contracts. Specific responsibilities include: providing a full range of contract scheduling, development, negotiation, awarding, administration, and termination services; reviewing plans and specifications for restrictive, subjective, and/or ambiguous program requirements; analyzing the impact of the current climate, engineering and construction industry, geographic area, economic and environmental conditions to provide recommendations and complete documentation; directing, coordinating, and administering all phases of a facilities construction program; providing technical advice to program, contracting, engineering, and management personnel; and preparing contractual documents, authorizing their release to prospective bidders/offerers, and final award and administration.

Working Conditions and Other Considerations:

Travel is required. The incumbent may be required to walk considerable distances in order to view site conditions and construction work.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

GS-13:

Paragraph A

Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least four years experience in contracting or related positions. At least one year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position, **AND**

Paragraph B

A four-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields; accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Paragraph C

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.

Paragraph D

Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above. The senior procurement executive must certify that the applicant possesses significant potential to advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities and, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position

in an agency based on a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

This position has a positive education requirement. You must provide a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grades received to very education when applying for this position. If this information is not provided, your education may not be appropriately evaluated, and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcript prior to entering on duty.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Ability to operate within federal procurement and contracting principles, policies, and practices in order to facilitate all phases of facilities, A-E, and construction related procurement activities.
2. Knowledge of construction, A-E, business and industrial practices including an understanding of labor laws, sureties, and subcontracting procedures, socioeconomic programs, bonding and insurance programs, and contract financing.
3. Ability to express complex construction or construction related procurement issues including a variety of legal and technical expressions.
4. Ability to apply creative and innovative procurement concepts, strategies, and practices to various types of construction projects.

Other Important Information

Benefits Package: A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veterans Preference: For further details, call the U.S. Office of Personnel Management (OPM) at 703.724.1850 or TDD 978.461.8404, select General Information on the Federal Employment Policies & Procedures, then Veterans Preference & Special Appointing Authorities for Veterans, or go to <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses: Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement: Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. If hired for this position, you will be required to submit a financial disclosure report within 30 days of the effective date of your appointment and annually thereafter.

False statements: If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment): If selected for this position, you will be required to complete this form before an offer will be made.

USDA Surplus/Federal Displaced Employees: USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well-qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to perform satisfactorily the duties of the position upon entry. Applicants must submit the following:

- (1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- (2) evidence of full performance level of current position;
- (3) a copy of your most recent performance appraisal; and
- (4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System: Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation: Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement: The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202.720.2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call 202.720.5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications: to get a copy of the OF-612 go to <http://www.opm.gov/forms/html/of.asp>.

The following information is required of all applicants:

Announcement number, title, and grade(s) of the position

Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

Social security number

Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)

Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty); if you are claiming Veteran's Preference go to <http://www.opm.gov/employ/veterans/html/vetguide.asp> for additional information.

SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form; if you are claiming 10-point Veteran's Preference go to <http://www.opm.gov/forms/html/sf.asp> to obtain form.

Paid and non-paid work experience related to the position. For each period of work experience, include:

- ☐ Job title
- ☐ Series/grade (if Federal employment)
- ☐ Duties and accomplishments
- ☐ Employer's name and address
- ☐ Supervisor's name and contact information
- ☐ Starting and ending dates of employment (at least month & year)
- ☐ Number of hours worked per week
- ☐ Salary
- ☐ Indicate if we may contact current supervisor/employer

Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

- ☐ Certificates/licenses (current)
- ☐ Honors, awards, and special accomplishments
- ☐ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)

Copy of college transcripts if you are qualifying all or in part based on education. If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.

Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status if you are a current or previous federal employee

Copy of most recent performance appraisal if you are a current federal employee

Second copy of application package if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures.

Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. If you have questions about your eligibility for a particular hiring authority, please call the servicing HR specialist or go to <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.

Support documentation if you are a USDA surplus or federal displaced employee; See pertinent section under “Other Important Information” below.

Self-certification of typing speed if required as a basic qualification for the position

While not required, a separate response to the required knowledge, skills, and abilities (KSAs) listed under Specialized Experience may better highlight your specific qualifications for this position. For an explanation of KSAs, go to <http://www.ars.usda.gov/careers/whatksa.html>. A separate response to any Selective Placement Factor(s) is required.

If this is your first time applying for a federal job, or if you need more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.